

# **NC Employees Workplace Program Requirements for**

## **Safety and Health**

### **Safety Assessment of Leased Property**

#### **Purpose**

The purpose of this safety requirement and procedure is to provide guidelines and checklists for the evaluation of leased property by the State.

#### **Scope**

Currently leased facilities and proposed leased space must be evaluated for fire protection and life safety. These evaluations are part of the leasing procedures coordinated by the State Property Office.

This safety requirement and procedure provides guidelines and a checklist to assist state agencies and university safety personnel in leased property assessments.

#### **Requirement**

It is the requirement of the State to provide a place of employment that is free from recognized hazards that cause or are likely to cause death or serious physical harm to employees or the public. Therefore, all agency leased properties will be assessed for life and fire safety.

#### **Procedure**

This section provides applicable definitions, establishes general provisions, and identifies specific responsibilities required by this safety requirement and procedure on Safety Assessment of Leased Property.

#### **Definitions**

**Leased Property** - Property that is rented from another property owner and used for state agency purposes.

#### **General Provisions**

This section details the provisions of this safety requirement and procedure with each provision discussed in a separate subsection. These provisions are:

- Leasing Authority
- Fire and Safety Checklist

#### **Leasing Authority**

The State Property Office delegates leasing authority to state agencies in a two-tier system. This two-tiered system is:

- Property leases with annual rental not exceeding \$5,000
- Property leases with annual rental between \$5,000 and \$12,000 and lease term not exceeding 3 years

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Authorized state agencies may execute property leases with annual rental not exceeding \$5,000. Authorized state agencies also execute leases for properties with annual rental between \$5,000 and \$12,000 and lease terms not exceeding three years by submitting a proposal to lease form to the State Property Office.

The State Property Office executes those leases with annual rentals exceeding \$12,000 and/or terms exceeding three years.

#### **Fire and Safety Checklist**

Appendix A presents a fire and safety checklist developed by the Department of Insurance which is to be used in leased facilities evaluations. This checklist can be used to:

- Evaluate existing fire and safety conditions on leased properties (existing and proposed)
- Evaluate and compare competitive proposals for leased spaces

This checklist is to be used by agency safety personnel to evaluate existing and proposed leased spaces under the agency's leasing authority.

This checklist should be completed far enough in advance of the lease renewal or potential new lease to permit effective negotiations for building safety improvements. This list is not all-inclusive, and a building which looks good may still have conditions detrimental to life safety or loss prevention.

For existing or proposed leases with annual rentals between \$5,000 and \$12,000 and the lease term not exceeding three years, a "*Proposal to Lease*" (State Property Office Form PO-28) must be attached. The Department of Insurance inspects proposed or existing leased locations that exceed \$12,000 in annual rental or the lease term exceeds three years.

#### **References**

North Carolina State Property Office to <http://spo.doa.state.nc.us/spohome/spo1b.html>

Department of Insurance to [www.ncdoi.com](http://www.ncdoi.com)

State Property Form PO-28 to <http://spo.doa.state.nc.us/spohome/spo1b.html>

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#### Appendix A: Leased Property Fire and Life Safety Checklist

YES	NO	EXITS, EXIT ACCESS, AND SEPARATION
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|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | 1. Are all the exit stairs fully enclosed with at least one-hour fire rated construction, with "B"-labeled doors having closers and latching hardware? (The label is found on door edge, hinge side or top.) If NO, a Code deficiency exists.                |
| <input type="radio"/> | <input type="radio"/> | 2. Are all vision panels in stair doors wired glass in steel frames, not exceeding 100 square inches? If NO, a Code deficiency exists.   |
| <input type="radio"/> | <input type="radio"/> | 3. Do all exit stairs terminate outside the building, with direct access to a public space, and do not require re-entering the building? If NO, answer Item (4). If YES, skip to Item (5).   |
| <input type="radio"/> | <input type="radio"/> | 4. Answer (4) ONLY if Item (3) was NO: If upstairs occupants must re-enter the building at the exit level, is this area or vestibule separated from the remainder of the exit level floor by at least one-hour fire rated construction? If NO, see Note (A). |
| <input type="radio"/> | <input type="radio"/> | 5. Are tenant spaces separated by one-hour fire rated construction? (This typically means at least gypsum board walls on steel studs.) If NO, answer (6). If YES, skip to (7).   |
| <input type="radio"/> | <input type="radio"/> | 6. Answer (6) ONLY if Item (5) was NO: Are the combined areas of multiple tenant spaces divided by walls of at least one-hour fire rated construction into spaces not exceeding 3000 square feet? If NO, a Code deficiency exists.                           |
| <input type="radio"/> | <input type="radio"/> | 7. Is a copy of the Emergency Evacuation and Fire Prevention Plan required under <a href="#">29 CFR 1910.38</a> on hand? Are all elements completed and up to date?  |

NOTE (A): The exit system may be deficient. The building will have to be evaluated by a building code professional.

YES	NO	FIRE PROTECTION AND EMERGENCY EQUIPMENT
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|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | 8. Does the building have a complete sprinkler system? If NO, see Note B.   |
| <input type="radio"/> | <input type="radio"/> | 9. Does the building have an automatic fire detection system, with alarms transmitted off-premises? If NO, see Note B.                              |
| <input type="radio"/> | <input type="radio"/> | 10. Are fire extinguishers rated at least 2A on every level and within 75 feet? If NO, a Code deficiency exists.                                    |
| <input type="radio"/> | <input type="radio"/> | 11. Do fire extinguishers have tags indicating they have been inspected annually and given a visual check monthly? If NO, a Code deficiency exists. |

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- ☐ ☐ 12. Is emergency egress lighting having a separate and independent source of power (battery or generator) provided? If NO, a Code deficiency may exist.
- ☐ ☐ 13. Where the location of or the direction to exits is not obvious, are exit signs and directional exit signs provided? If NO, a Code deficiency exists.

NOTE (B): Sprinklers and/or fire alarm may not be required by Code but are highly desirable for life safety and property protection. Because the State is self-insured, it gives preference to lease facilities with sprinklers.

<b>YES</b>	<b>NO</b>	<b>GENERAL ITEMS AND ACCESSIBILITY</b>
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|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | 14. Is the building accessible to the disabled, including parking spaces? If NO, a Code deficiency and/or non-compliance with ADA exists.   |
| <input type="radio"/> | <input type="radio"/> | 15. Does the building have sufficient, accessible restroom facilities? If NO, a Code deficiency and/or non-compliance with ADA exist.   |
| <input type="radio"/> | <input type="radio"/> | 16. Are corridors maintained clear and unobstructed at all times? If NO, a Code deficiency exists.  |
| <input type="radio"/> | <input type="radio"/> | 17. Are all of the electrical panel boards provided with at least three feet clearance, for maintenance purposes and to allow rapid access to the disconnects in an emergency? If NO, a Code deficiency exists.   |
| <input type="radio"/> | <input type="radio"/> | 18. Are electrical and mechanical equipment rooms kept relatively clear and free of combustible material? If NO, a Code deficiency exists.  |
| <input type="radio"/> | <input type="radio"/> | 19. Is building security acceptable? This includes street lighting, parking arrangements, the surrounding environment, and how well the building is secured against unauthorized entry. You may want to question previous tenants about any crime problems. |